



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)  
LOS ANGELES AIR FORCE BASE, CALIFORNIA

Date

MEMORANDUM FOR 61 CONS/LGCP

FROM:

SUBJECT: Request to Use Purchase Card Beyond Micropurchase Threshold

1. Request authority to use the Government-wide purchase card (GPC) above the micropurchase threshold (\$2,500) be granted to the following personnel:

Cardholder Name	Last four digits of cardholder GPC account
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2. All purchases conducted under this authority shall only be against pre-priced contracting instruments (i.e., BPAs, GSA/FSS, IDIQ). Under no circumstance will the GPC be used in excess of \$25,000 per transaction. We further understand that the cardholder(s) identified above will review the prices on at least three contracts/agreements and select the best value item meeting our requirement. A record of this review will be kept with the cardholder's GPC documentation.

3. If granted, we further understand that this delegation does not authorize the purchase of certain prohibited supplies and services. Those restrictions are listed in paragraph 2.4 of AFI 64-117, Air Force Government-wide Purchase Card Program, 06 December 2002. If the cardholder(s) purchase such supplies or services, they shall be subject to fines and adverse disciplinary action for misusing the GPC.

4. If you have any questions, you may contact \_\_\_\_\_ at \_\_\_\_\_.

Name and Grade of Billing Official  
Duty Title of Billing Official